

# City of Commerce, GA

## JOB DESCRIPTION

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*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **Gas Crew Worker**

**Department: Gas**

**Pay Grade: 103**

**FLSA Status: Non-Exempt**

#### **JOB SUMMARY**

This position is responsible for performing unskilled and semi-skilled duties associated with the installation, construction, repair, and maintenance of City operated natural gas distribution system and services.

#### **ESSENTIAL JOB FUNCTIONS**

- Assists in constructing, inspecting, and maintaining regulator stations, farm taps, large meter installations
- Assists in installing or renewing gas lines and service lines.
- Assists in locating underground and above ground gas leaks; repairs minor leaks and assists with repairing major leaks.
- Assists in performing required inspections of regulator stations, farm taps, and meter installations.
- Assists with the installation, construction, maintenance, and repair of the city's natural gas distribution system and related services.
- Checks for leaks in gas lines, pipes, and meters; locates gas leaks inside and outside the homes of customers; relights customers pilot lights.
- Ensures cathodic protection measures and maintained; makes pipe to soil measurements; measures pit depth and bonds and install insulated unions and flanges where directed.
- Ensures department equipment, supplies, materials and tools are maintained and stored properly.
- Ensures service truck is stocked properly.
- Flags traffic; places appropriate highway signs and barricades at work sites as directed.
- Gathers materials necessary to perform duties.
- Maintains assigned tools and vehicle.
- Paints meters and regulators and helps perform periodic change outs, as required.
- Performs other related duties as assigned.

#### **QUALIFICATIONS**

**Minimum Education and Experience:**

High School diploma or equivalent and six (6) months of related experience, or equivalent combination of education and experience.

**Required Licenses or Certifications:**

Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

**Additional Requirements:**

None

**Knowledge, Skills and Abilities:**

- Knowledge of the equipment, materials, tools, hazards, and safety practices involved in the construction and maintenance of gas pipelines.
- Skill in the use of tools such as concrete saws, jackhammers, tampers, boring tools, pipe locators, pipe cutters, and various hand tools.
- Skill in oral and written communication.
- Ability to use CGI and sometimes a pipe horn and mini tractor.

**PHYSICAL DEMANDS**

Must typically perform work while sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color. The work consists of continuous outdoor activity, frequent standing, sitting, walking, squatting, bending, twisting upper body, climbing, exposure to extreme heat, cold, noise, mechanical hazards, fume/odor hazards, toxic material hazards. Must be able to work in confined spaces. Walk and work on slippery and uneven surfaces. Manual dexterity sufficient to grasp, hold objects and tools with full range of motion in wrists and arms. Hearing sufficient to understand conversations, both in person and on the telephone. Must be able to climb ladders, crawl across pipelines, lift or carry 50 pounds while climbing ladder or steep banks.

**WORK ENVIRONMENT**

Work is typically performed outdoors, where the employee may be exposed to dust, dirt, grease, machinery with moving parts, inclement weather, and hazardous materials. The work requires the use of safety devices such as masks, goggles, gloves, flame retardant coveralls and self-contained breathing apparatus.

***The City of Commerce has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor (or HR) Signature

\_\_\_\_\_  
Date